

Wisconsin Department of Regulation & Licensing

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ACCOUNTING EXAMINING BOARD

INSTRUCTION PACKET FOR CERTIFIED PUBLIC ACCOUNTANT CREDENTIAL

Enclosed are the forms for applying for a Certified Public Accountant credential. **This is not the application if you want to apply for the CPA examination.** If you wish to apply for the exam please call 1-800-CPA-EXAM or go to the web at www.nasba.org/nasbaweb.nsf/exam.

ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

APPLICATION - All applicants for credential (licensure) as a Certified Public Accountant must complete an application for Certified Public Accountant Credential (Form #130). Please type or print all information when completing the application.

FEES - Please include a check or money order made payable to the Department of Regulation and Licensing for the fee under which you are qualifying for credential. The initial credential fee for an application by examination or transfer of examination credit from another jurisdiction is \$53.00 and a \$57.00 ethics examination fee for a total of \$110.00. The fee for an initial credential by endorsement (reciprocity) is \$59.00 and a \$57.00 ethics examination fee for a total of \$116.00. **NOTE:** Candidates who sat for the exam in Wisconsin from May 1996 to November 2003, have already submitted the initial credential fee. DO NOT remit the credential fee again.

PERSONAL CHRONOLOGICAL RESUMÉ OF ACCOUNTING EXPERIENCE (FORM #128) - Provide a complete chronological listing of your background. The experience requirements are outlined in Chapter Accy 5, Wis. Admin. Code. Specify whether employment is full time or part time.

VERIFICATION OF EMPLOYMENT AND EXPERIENCE EVALUATION (FORM #127) - Provide a detailed experience evaluation form documenting a minimum of 12 months of acceptable experience to apply for a credential. Experience must have been acquired after the applicant had earned a bachelor's or master's degree that qualified the applicant to take the CPA examination. One copy is enclosed, you may make as many additional copies as needed. Type or print your name, sign and date Part I, and forward to your employer(s) to complete Part II. Your employer should complete Form #127 and return it to you so that you can submit it with your application. **A position description must be included for each verification of employment.**

EDUCATION - Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you so you can submit the transcript with your application. Unofficial copies of transcripts are not acceptable. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **NOTE:** Candidates who sat for the exam in Wisconsin from May 1996 to November 2003 have been prequalified and your transcripts are on file. DO NOT remit the transcript again.

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Coursework taken at a 2-year community or technical college is NOT acceptable unless it can be transferred to and appears on the transcripts of a 4-year bachelor degree-granting institution.

All foreign education must be evaluated by a credential evaluation service to determine if the education received at the foreign institute of learning is equivalent to a bachelor's or higher degree with a resident major in accounting from a school that is accredited by the North Central Association of Schools and Colleges or its regional equivalent. An official transcript must accompany the evaluation. A list of credential evaluation services is available from the board office or go to their website at www.naces.org/members.htm. All foreign candidates must complete a college-level course in United States Income Taxation and United States Business Law from a 4-year bachelor-degree granting institution in addition to any other course deficiencies as determined by the educational evaluation.

ETHICS EXAMINATION - The ethics examination is required for all Wisconsin applicants. The ethics examination will be sent to you after we have received the application for credential (Form #130). The ethics exam must be returned before your application will be submitted for Board evaluation.

VERIFICATION OF EXAMINATION SCORES OR REGISTRATION STATUS (FORM #131) – Candidates applying by endorsement or transfer of examination credit from another jurisdiction are required to have the examination/licensure information verified by the registration agency in the other jurisdiction. Do not complete this form if you passed the examination in Wisconsin.

Complete Section I of the form and forward to the registration board in the other jurisdiction for completion. Exam scores and licensure status must be indicated on the form by the registration agency. This form must be returned to this office directly by the registration agency in the other jurisdiction. It is suggested that you provide a pre-addressed return envelope. Most state boards require a fee for completion of the verification form. Please contact your state board to determine if a fee is required.

TRANSFER OF CREDIT - Chapter Accy 7.04 Wis. Admin. Code specifies the requirements for transfer of examination credit from another jurisdiction.

ENDORSEMENT - Chapter Accy 7.05 and Accy 8, Wis. Admin. Code specifies the requirements for endorsement of a credential from another jurisdiction.

REVIEW DATES - Applications will be presented for evaluation when all required documents, including the ethics examination, are received.

Review Dates

January 27, 2005
May 5, 2005
July 21, 2005
October 13, 2005

Deadline Dates for Receipt of All Documents

January 13, 2005
April 21, 2005
July 7, 2005
September 29, 2005

These are tentative meeting dates and are subject to change.

The license will expire on December 31 of the odd-numbered year.

A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of accounting is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.